



3209 W. Michigan Ave. Lansing, Michigan 48917

### **Job Opportunity: Part-Time Code Compliance Officer**

**Location:** Lansing Township, Michigan

**Schedule:** Up to 32 hours per week, flexible Monday–Friday, 8 a.m.–5 p.m.

**Pay Range:** \$18–\$22/hour (Starting rate Based on experience)

**Lansing Township is seeking a dedicated and detail-oriented individual to join our Community Development team as a Part-Time Code Compliance Officer.**

#### **Skills and Qualifications**

- ICC Property Maintenance Inspector and Zoning Inspector certifications (required within one year of hire).
- Strong organizational skills, with excellent written and verbal communication abilities.
- Integrity and a commitment to upholding community standards.

#### **Work Environment**

- A balanced mix of fieldwork and office tasks.
- Collaborate with residents, property owners, inspectors, police, fire and planning staff to promote code compliance and building safety.

#### **Key Responsibilities**

- Enforce Township ordinances by investigating complaints and ensuring compliance.
- Conduct property maintenance inspections for registered rental housing units.
- Support administrative functions in the Planning, Building, and Zoning Disciplines, including processing permits and related tasks.

#### **Benefits of Joining Our Team**

- Flexible schedule tailored to fit work-life balance.
- Paid continuing education and professional development opportunities.
- Clothing allowance to support fieldwork requirements.

#### **How to Apply**

Interested candidates should submit the following:

1. Resume
2. Cover letter detailing your qualifications and interest

**Applications are accepted on an ongoing basis.** Please send materials to the Community Development Director, Daniel Richards at 3209 W Michigan Ave., Lansing MI 48917 or email [drichards@lansingtwpmi.gov](mailto:drichards@lansingtwpmi.gov).

Supervisor/Assessor  
485-2272

Clerk's Department  
485-4063

Building/Code Compliance  
485-3510

Fire Department  
485-5443

Treasurer Office  
485-7115

Planning Department  
999-0307

Community Development  
999-0319

Police Department  
485-1700